

ACCOUNTANT TRAINEE
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: April 24 - 25, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are 12 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated November 30, 2002.

Names of the Subject Matter Expert(s) and their background:

**DOUGLAS HUMPHREYS, SENIOR ACCOUNTING OFFICER (SUPERVISOR),
SOUTHERN CALIFORNIA REGIONAL ACCOUNTING OFFICE**

Douglas Humphreys has worked for the Department of Corrections for one and one half years as a Senior Accounting Officer (Supervisor) and as an Accountant Trainee for one year. He has worked for the Department of Corrections for a total of six years.

**YASER SAMARA, ACCOUNTING ADMINISTRATOR I, EL CENTRO REGIONAL
ACCOUNTING OFFICE**

Yaser Samara has worked for the Department of Corrections for seven years as an Accounting Officer (Supervisor) and as an Accountant Trainee for one and one half years. He is currently an Accounting Administrator I.

ACCOUNTANT TRAINEE INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Specification
- Duty Statement
- State of New Hampshire
- State of New Jersey
- State of Delaware
- State of Kentucky
- State of Alaska
- O*NET

Other sources were viewed for information (e.g. CDC Personnel Operations, and other State civil service websites); however, the information was not relevant to the job analysis and therefore not included.